

## **Application – 1319 W. Washington Street Staging Facility**

### **City of Stayton – Land Use File No. 14-11/21**

TO: Dan Fleishman/*City Planner*

FROM: John Ashley, P.E./*City Engineer*

COPIES: Lance Ludwick, P.E./*Public Works Director*

PROJECT: **1319 W. Washington Street Staging Facility – Land Use Application Review**

DATE: January 21, 2022

### **Background**

I received a copy of the application provided by GFP Enterprises, LLC., with site plans provided by Project Delivery Group, LLC., for owner Pollard Investments, LLC., with a request by the City of Stayton to review and respond. The application is to construct a wildfire staging facility at 1319 W. Washington Street.

The following land use application review concentrates on the public works aspects and implications of the application, including anticipated impacts to existing public utilities and recommended public improvements. The review findings and public works recommendations are based on a review of the applicable public works portions of the City of Stayton Municipal Code (SMC) and Public Works Design Standards (PWDS), and does not include a review of any other agency's requirements, or any building or other specialty code requirements covered under such building, plumbing, mechanical, electrical, fire, or any other applicable codes and regulations that may be required for the project.

The Developer will be required to obtain any and all required reviews, approvals, and permits required by the Planning Conditions of Approval, SMC, PWDS, Marion County, DEQ, OHA-DWS, Fire Code Official, Building Official, and/or any other agencies having jurisdiction over the work. As such, the Developer shall coordinate with Public Works, Fire Code Official, Building Official, and other appropriate agencies as necessary. The City of Stayton Municipal Code and Public Works Standards are available online at <http://www.staytonoregon.gov>, under the document center and the public works department menus.

It is recommended that City Staff review this memorandum in conjunction with their application review.

## **Project Overview**

### **Project Site and Access**

The application shows the location of the proposed development to be within Township 9 South, Range 1 West, Section 9DA, Tax Lot 01103. Proposed vehicular access is from W. Washington Street through a new driveway approach. Tax Lot 01103 is approximately 0.51 acres in size.

### **Existing Site Topography and Utilities**

Existing site topography and utilities were provided with the application. The application site plan indicates that there is an existing 10" sanitary sewer system, a 6" water main, and an existing 15" storm drainage system located in W. Washington Street.

### **Construction Phasing**

The application did not indicate if the proposed development will be constructed in multiple construction phases. In accordance with PWDS 103.01.B, if a development that has been approved by the City to be constructed in multiple phases, the construction plans for each phase of the development shall be substantially and functionally self-contained and self-sustaining with regard to access, utilities, open spaces, and similar physical features, and shall be capable of substantial occupancy, operation, and maintenance should the subsequent phases of the development not be developed. City approval of the construction plans and the time by which construction must begin of one construction phase, shall be independent of City approval for all other construction phases of the development.

### **Horizontal and Vertical Datum**

The application site plan did indicate the horizontal and vertical datum being used for the development. In accordance with PWDS 102.03, all elevations on design plans and record drawings shall be based on the NAVD88 Datum, and the horizontal datum shall be based on the Stayton local datum or Oregon State Plain Coordinate System (NAD83).

## **Findings**

### **Transportation**

- **TIA/TAL** – A Transportation Assessment Letter was submitted with the application for the City Traffic Engineer's (Kittelson & Associates) review.
- **Right of Way (R/W)** – Right-of-ways shall comply with PWDS 312, Geometric Design Requirements by Street Functional Classification.

- **W. Washington Street** – W. Washington Street is designated as a minor arterial under City jurisdiction. It appears that additional right-of-way will not be required to meet the 60' standard width requirement.
- **Street Improvements** – Street sections shall comply with PWDS 312, Geometric Design Requirements by Street Functional Classification. It shall be the responsibility of the Developer to preserve and protect the current pavement condition index rating and the structural integrity of the existing roadways from construction traffic to the satisfaction of the Public Works Director throughout all phases of development. Failure to preserve and protect the roadways may result in the Developer being responsible for replacing and reconstructing the damaged roadways at the Developer's expense. It should be noted that final asphalt concrete pavement and sidewalk sawcut lines for all street improvements will be established by the City Inspector with the Design Engineer and Contractor during construction.
  - **W. Washington Street** – W. Washington Street is considered to be partially developed across the frontage of the development with existing curbs and asphalt pavement. A 6' wide property line sidewalk will be required to be installed across the frontage in accordance with PWDS 312.
- **Parking Lot** –
  - Parking lot design shall minimize congestion and take into account both vehicle traffic and pedestrian traffic and shall comply with standard engineering practice, the SMC, and Public Works Standards.
  - All traffic circulation patterns shall be designed to accommodate emergency vehicles as necessary.
  - The proper number and type of ADA parking stalls shall be provided.
  - Parking lot lighting shall be in accordance with SMC 17.20.170.4.c. The type, spacing, and location of parking lot lighting shall be as approved by the City.
  - Finish grades shall be such that stormwater runoff will be directed towards an appropriate stormwater system. New parking lot catch basins shall be designed to support H-20 loading and shall be equipped with sediment and stormwater pollution control traps and water quality manholes.
- **Sight Distance and Clearance Areas** – Adequate sight distance and clearance areas shall be provided in accordance with PWDS 303.06. Landscaping shall be located and designed to prevent obstruction of the sight distances and clear vision areas.
- **Driveway** – The driveway shall be constructed with a standard driveway approach per the standard drawings and shall comply with PWDS 303.11 and the SMC.
- **Street Lighting** – The location of existing street lights along E. Santiam Street shall be reviewed and any additional street lighting shall be provided as necessary to comply with PWDS 308, unless directed otherwise.
- **Streetscape Appurtenances** – All public and private streetscape appurtenances that currently exist or will be placed in the right-of-way that will impact the sidewalk and/or the landscape strip shall be coordinated and shown on the plans as necessary.

Franchise utility poles and other utility structures shall be coordinated with rightful utility owners and located in accordance with the PWDS. Street trees shall be provided in accordance with PWDS 309.05; however, they shall be located and designed to prevent obstruction of the sight distances and clear vision areas.

- **Transportation System Plan** – There are no transportation system improvements identified in the Transportation System Plan applicable to this development.
- **Parks Master Plan** – The development shall comply with the Parks Master Plan, including the appropriate open space, any trails, and landscaping.
- **Engineered Plans** – The Developer shall submit to the City for review and approval engineered site and street improvement plans conforming to the SMC and Public Works Standards.

## Water

- **Domestic Service and Backflow Prevention** – Modifications to the existing water system shall comply with the SMC, Public Works Standards, and comply with applicable building/specialty codes. Any existing water services proposed to be reused shall be located and inspected prior to reuse. If the existing water service is found by Public Works to be unacceptable for reuse, then a new water service shall be provided. Per SMC 13.16.390, each non-residential establishment shall have a separate water service line and water meter, unless otherwise approved by the Public Works Director. All backflow prevention details will need to be reviewed and approved by the City, Building Official, and the Fire Code Official, as applicable. Only Oregon Health Authority – Drinking Water Services (OHA-DWS) approved backflow devices shall be used. All private utilities will need to be adequately sized and designed by the Design Engineer in accordance with applicable building/specialty codes, and reviewed and approved by the Building Official.
- **Fire Protection** – Generally, fire hydrant(s) are required to be installed within 250' of any new structure, unless otherwise approved by the Fire Code Official. The Developer shall review and coordinate with the Fire Code Official to ensure compliance with applicable fire codes and regulations. Any necessary water system improvements shall comply with the Public Works Standards and be shown on the engineered plans. The Developer shall provide the necessary fire access, protection devices, and system modifications and meet all other fire protection requirements of the Fire Code Official.
- **Fire Code Official Approval** – Prior to Site Development Permit final plan approval, the Developer shall provide written documentation that the Fire Code Official has reviewed and approved all required fire access, protection devices, and system modifications, unless otherwise deferred in writing by the Fire Code Official.
- **Water Master Plan** – There are no water system improvements identified in the Water Master Plan applicable to this development.
- **Engineered Plans** – The Developer shall submit to the City for review and approval an engineered water system plan conforming to the SMC, Public Works Standards, and

meeting the requirements of the Building Official and Fire Code Official. A utility easement in accordance with PWDS 102.08 shall be provided if a public water main and/or public fire hydrant is extended outside the public right-of-way.

## **Sanitary Sewer**

- **Sanitary Sewer** – Modifications to the existing sanitary sewer system shall comply with the SMC, Public Works Standards, and comply with applicable building/specialty codes. Any existing sewer service proposed to be reused shall be located, televised and inspected prior to reuse. If the existing service is found by Public Works to be unacceptable for reuse, then a new sewer service shall be provided. Also, in accordance with PWDS 506.01.B, commercial buildings shall have a 6" min sanitary sewer service lateral, unless approved otherwise. A two-way property line cleanout shall also be provided if one does not currently exist at the existing connection. All private utilities will need to be adequately sized and designed by the Design Engineer in accordance with applicable building/specialty codes, and reviewed and approved by the Building Official.
- **Sanitary Sewer Master Plan** – There are no sanitary sewer improvements identified in the Sanitary Sewer Master Plan applicable to this development.
- **Engineered Plans** – The Developer shall submit to the City for review and approval engineered sanitary sewer plans conforming to the SMC, Public Works Standards, and meeting the requirements of the Building Official.

## **Stormwater**

- **New Storm Drainage System** – All private utilities will need to be adequately sized and designed by the Design Engineer in accordance with applicable building/specialty codes, and reviewed and approved by the Building Official.
- **Stormwater Analysis and Report** – A stormwater analysis, drainage report and supporting documentation will be required in accordance with PWDS 603.01. Existing site topography, site infiltration rates, off-site contributing areas, and the seasonal high groundwater elevation will need to be considered and included in the stormwater design. All developed open water surface areas will need to be included in the stormwater calculations and the required stormwater facility setback distances shall be included in the design and shown on the plans. Careful review and consideration of the site's high seasonal groundwater elevation, and any impacts it may have on the stormwater management facility, will need to be included in the analysis. Based on a review of the preliminary stormwater report, revisions to the proposed stormwater facility design will be necessary in order to comply with PWDS that may affect the overall stormwater facility size, location, and other stormwater facility design parameters. This may also impact the overall building and parking lot configuration. The main concerns with the preliminary stormwater facility design as proposed are:

- The depth to the seasonal high groundwater. As further indicated in PWDS 609.01.A, the City is known to have seasonal high groundwater issues and the groundwater elevations shown in adjacent well logs may or may not be a reflection of the seasonal variations that actually exist at the site. As such, the seasonal high groundwater elevation needs to be determined by field investigation and observed by Public Works so that the City can verify that proper vertical separation distances are being provided in order to support the infiltration facility design. Per PWDS Table 602.05.C, a 5' minimum vertical separation from the high seasonal groundwater shall be provided, unless otherwise approved.
- The preliminary design infiltration rate. The stormwater facility's infiltration rate limiting factor will be either the stormwater facility growing medium infiltration rate per the SWMM, or the native soil infiltration rate with the appropriate factor of safety applied, whichever is less.
- **Stormwater Quality and Quantity** – Stormwater quality and quantity provisions will be required in accordance with PWDS 607 and 608.
  - Stormwater quality facilities meeting the requirements of the PWDS will be required. Best management practices shall be used to minimize any degradation of stormwater quality caused by the development. A stormwater quality manhole will need to be provided upstream of vegetated stormwater facilities per PWDS 607.03, unless otherwise approved. See PWDS 607 for stormwater quality facility requirements.
  - If detention is proposed, stormwater quantity facilities will be required to detain post-developed peak runoff rates from the 2-year, 5-year, 10-year, 50-year, and 100-year 24-hour storm events to the respective pre-developed peak runoff rates, and the post-developed peak runoff rate for the 25-year storm event will be required to be detained to the 10-year pre-developed peak runoff rate per PWDS 602.05.C. A downstream capacity analysis may also be required per PWDS 603.01.B. See PWDS 608 for stormwater quantity facility requirements.
  - If retention is proposed, then the stormwater retention facility shall be designed to retain a 100-year storm event per PWDS 602.05.C. The City is known to have high seasonal groundwater issues, so if infiltration is proposed, the site's actual infiltration rates (to be determined during wet-weather months) and the seasonal high groundwater elevation for this area will need to be determined and the potential impacts to the stormwater drainage system and stormwater facilities (including the vertical separation requirements) will need to be considered in the design. If UICs are proposed, then written documentation shall be provided to the City prior to City permit issuance that UIC approval and necessary permit(s) have been obtained from DEQ.
  - Provisions for an adequate and approved emergency overflow system are required to convey the post-developed 100-year storm event flows to an acceptable point of discharge. Additional provisions shall be provided at all locations where the



overflow system will create ponding to hazardous depths. Emergency access shall be provided at all times.

- Appropriate setbacks from the edge of the stormwater management facility's maximum water surface to building foundations and to the property lines shall be provided, unless an easement with adjacent property owners is provided, in accordance with the SWMM requirements.
- The amount of impervious surface area that has been included in the stormwater calculations shall be shown in the stormwater drainage report narrative and noted on the stormwater plans, including what the impervious surface area calculation includes (e.g., sidewalks, driveways, driveway approach, roof, etc.).
- Source control measures shall be implemented for the development in accordance with PWDS 602.01.N. The SWMM Source Control Manual defines the source control characteristics and uses and identifies structural source controls that must be implemented to manage the pollutants at their source.
- **Acceptable Point of Discharge** – It shall be the responsibility of the Developer to provide a suitable discharge location for stormwater from the development which will not harm or inconvenience any adjacent or downstream properties. An acceptable point of discharge is to be designed by the Design Engineer and approved by the City.
- **Stormwater Operation and Maintenance Plan and Agreement** – Stormwater operation and maintenance of any private stormwater facilities will be the obligation of the property owner. As such, a stormwater operation and maintenance plan and agreement (as approved by the City) will be required to ensure future operation and maintenance of the stormwater facilities. See the Public Works Standard forms.
- **Stormwater Master Plan** – There are no storm drainage improvements identified in the Stormwater Master Plan applicable to this development.
- **Engineered Plans** – The Developer shall submit to the City for review and approval engineered stormwater conveyance, quality, and quantity plans, stormwater analysis and report, and an O&M plan and agreement conforming to Public Works Standards, and meeting the requirements of the Building Official. A utility easement in accordance with PWDS 102.08 shall be provided if a public storm drainage main is extended outside the public right-of-way.

## **Erosion and Sediment Control Measures**

- **Erosion and Sediment Control Plan** – The Developer shall submit to the City for review and approval an erosion and sediment control plan conforming to Public Works Standards. Erosion and sediment control measures shall be in accordance with PWDS Division 7.

## **Franchise Utilities**

- **Franchise Utility Improvements** – All franchise utility improvements, including but not limited to, telephone, electrical power, gas and cable TV shall meet the current standards of the appropriate agency as well as Public Works Standards. All franchise utility plans shall be submitted to the City for review and approval prior to construction.

## **Recommended Public Works Conditions of Approval**

1. The City of Stayton Standard Conditions of Approval shall apply. All required easements, agreements, and other documentation required by the Planning Conditions of Approval, SMC, PWDS and other agencies having jurisdiction over the work shall be provided to the City for review and approval prior to issuance of a Site Development Permit.
2. The following engineered plans and supporting documentation shall be submitted to the City for review and approval prior to issuance of a Site Development Permit.
  - a. Site and street improvement plans conforming to the SMC and Public Works Standards.
  - b. Water system plans conforming to the SMC, Public Works Standards, and meeting the requirements of the Building and Fire Code Official. The Developer shall provide written documentation that the Fire Code Official has reviewed and approved all required private fire access, protection devices, and system modifications, unless otherwise deferred in writing by the Fire Code Official.
  - c. Sanitary sewer system plans conforming to the SMC, Public Works Standards, and meeting the requirements of the Building Official, if modifications are needed.
  - d. A stormwater analysis conforming to Public Works Standards. Careful review and consideration of the area's seasonal high groundwater impacts, including the necessary vertical separation requirements, will need to be included in the analysis.
  - e. Stormwater conveyance, quality, and quantity facility plans conforming to Public Works Standards and meeting the requirements of the Building Official. It shall be the responsibility of the Developer to provide an acceptable point of discharge for stormwater from the development which will not harm or inconvenience any adjacent or downstream properties and that conforms to Public Works Standards. An acceptable point of discharge is to be designed by the Design Engineer and approved by the City.
  - f. A stormwater operation and maintenance plan and agreement (as approved by the City) to ensure future operation and maintenance of the stormwater quality and quantity facilities.
  - g. An erosion and sediment control plan for the site grading and earth disturbing activities conforming to Public Works Standards.